RESOLUTION

concerning

ESTABLISHMENT OF GRANT POSITION

FIELD DIRECTOR/LIBRARIAN II

at

CENTRAL CONNECTICUT STATE UNIVERSITY

January 10, 1986

RESOLVED, That the grant position of Field Director/Librarian II at Central Connecticut State University be established effective June 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]

President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
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Dallas K. Beal, President, CSU

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This position is to provide the service of a Field Director/Librarian II as required under a grant from the National Archives for a Polish History project. The Position will last only as long as the grant. See attached.
2. **Field Director** - A full-time "Field Director" will be hired to implement all phases of acquisition and processing of the collection. The Field Director will devote about half of his/her time to processing, arranging and describing materials and half to surveying, collecting and transporting new materials for the collection. The Field Director will also be responsible for preparing a "handbook" which clearly documents the collection and processing procedures for the CPAMC, and for training and ensuring the staff responsible for the collection are able to follow and to execute these procedures at the end of the project.

Specific duties of the Field Director will include:

- Processing of materials previously collected under the Polish Studies Program.
- Preparation of necessary forms and information sheets.
- On-site visits to survey, evaluate, and transport new acquisitions.
- Development of finding aids and preparation of collection "handbook".
- Training of Rare Book Room staff.
- Promotion of collection before community groups and institutions.
- Compilation of list of potential contacts and donors.
- Assisting in preparation of final project report.

Qualifications: The position of Field Director requires a bachelor's degree, three years of relevant archival experience, and a strong reading and speaking knowledge of Polish. An MLS or an M.A. in History as well as familiarity with Polish and Polish American history, American immigration, and with the Polish ethnic community is highly desirable.